# HR Command Qualification

## 08 May 2014

**CAPT Caroline Nielson**
**Director, HR Center of Excellence**

**Updated from last year with this year's timeline, screen/board process.**

# Agenda

- Requirement
- Command qual general process
- Business rules
- 2014 Command Screening Board

# Command Qualification Requirement

- **OPNAVINST 1412.14: Command Qualification Program of 4 Jun 12**

"Communities with a command requirement … will formally establish a written command qualification program. Using the guidelines provided in this directive, each program will set minimum qualification standards for command and establish a process to formally screen, via administrative board action, officers to command."

# Command Qualification Requirement

- **Minimum standards include**
  - **Command Leadership School**
  - **Professional Qualification Standards**
  - **Oral Board**
- **MILPERSMAN Article 1301-234 delineates HR screening process and general qualification criteria**
- **PQS delineates specific professional standards**
- **For HRs, new standards apply to anyone assigned to command after 4 Jun 2013**

# HR Command Qual Process

- PQS posted on NPC and HR COI sites
- Member informs Regional Captain he/she wants to start PQS
- Regional Captain assigns PQS mentor
- Mentor
  - ensures member has current PQS
  - encourages member to sign up for HRCOE course
  - assists member in finding qualifiers (later verifies)
- Member
  - attends HRCOE course or requests waiver from HRCOE in extenuating circumstances
  - completes PQS for all but oral board
  - has mentor and Regional Captain sign final qualification/ recommendation

# HR Command Qual Process

- **Regional Captain forwards Final Qualification sheet to HRCOE for individuals meeting oral board pre-requisites**
- **HRCOE and PERS-4421 work together to convene oral boards**
- **Members take oral board**
- **Oral Board President signs PQS and forwards to HRCOE**
- **HRCOE forwards all board results to designated HR Flag Officer for review**
- **HR Flag Officer qualifies/non-qualifies members by signing PQS, letter designating them cmd qual'ed**
- **HRCOE provides member copy of signed**

# HR Command Qual Process

- **PERS-4421 makes record entry**
  - **Qualified: AQD**
  - **Non-qualified: PRSN note**
- **Administrative boards screen only qualified officers for command**
- **PERS-4421 makes record entry**
  - **Screened for command: Command Screen Result (CSR) Code**
- **Detailers assign only command-screened officers to command billets**

# PQS Business Rules Eligibility

- **All HR officers, regardless of component**
- **However, HR officers must meet the following criteria before starting the command PQS:**

| For | Minimum rank required to start |
|---|---|
| LCDR command | ENS for HR Intro Course; LT for remaining items |
| CDR command | LCDR Select |
| Major command | CDR Select |

- **Notes**
  - **HR officers assigned to Navy Operational Support Center (NOSC) CO billets may complete the NOSC command requirements in lieu of HR PQS.**
  - **1205 command billets do not require command**

# PQS Business Rules
# PQS Qualifiers

- **Director, HRCOE – all items covered in course**
- **For all items – HRs meeting following criteria**
  - **LCDR and CDR Command – Any CDR currently in command with one year command experience and any post-command CDR or CAPT (regardless of paygrade while in command). Command must be of a commissioned unit.**
  - **Major Command – For O5s: Any post-command CDRs or CAPTs (regardless of paygrade while in command). For O6s: Any post-command CAPT (regardless of paygrade while in command). Command must be of a commissioned unit.**

# PQS Business Rules
# PQS Qualifiers

- **Exceptions**
  - **Certified specialists can sign off areas of expertise**
  - **If course waiver obtained, CCA Section signed off by CCA experts = those who teach/develop HRCOE modules, or 3 or higher in third digit of corresponding AQD**
- **Role**
  - **Verify individual has demonstrated proficiency of the information required by the line item**
  - **Sign line item; if signature is not legible, print name as well**

# PQS Business Rules HRCOE Courses

- **Successful HRCOE course completion mandatory**
  - **For O4 command – Introductory**
  - **For O5 command – Intermediate**
  - **For O6 command – Advanced**
  - **These course requirements are not interchangeable!**
- **Successful completion:**
  - **For Intro and Advanced – pass written exam**
  - **For Intermediate – passing grade on each homework assignment**
- **Remediation: one-page paper on each problem area**
- **Course attendance waiver only in extenuating circumstances through**

# PQS Business Rules HRCOE Courses

- **Course Grandfathering**
  - **Personnel who attended course**
    - Attendance credited
    - Line items credited based on course content
    - Test waived
  - **Still responsible for all PQS materials at oral board, even if info changed since course**

# PQS Business Rules
# PQS Updated

- HRCOE may update PQS line items
- Once PQS started, members may continue with version held until complete
  - Need not restart
- Everyone still responsible to know updated materials for oral board

# PQS Business Rules Oral Board

- **Prerequisites to oral board**
  - **Completion of all PQS line items other than oral board**
  - **Fits one of the following criteria:**
    - **Already wearing paygrade of command level sought**
    - **Selected for paygrade of command level sought**
    - ****It is possible the LCDR selection results may not be out before deadlines/board dates. If they are not out, will hold boards for any officer who is in or above zone and has completed PQS**
- **Oral board timing**
  - **Summer each year**
  - **Additional times to be determined, if needed**
- **All materials game; latest policies in effect**

# PQS Business Rules Oral Board & Final Qualification

- **Oral Board President's options**
  - **Recommend for qualification**
  - **Not recommend for qualification**
  - **Review/return to same board**

- **Designated HR Flag Officer makes final decision in writing**
  - **Qualified**
  - **Not qualified**

- **Those who take the oral board but do not qualify may take a second oral board after a minimum of four months**

# PQS Business Rules Requalification

- **PQS must be completed at each paygrade**
  - **Not one and done**

# 2014 Command Screening Board

- **FTS will be screened via the Reserve Command Board, which screens for all pay grades and meets 08 Sep 2014**
- **AC will hold a Milestone Screen Board followed immediately by a Command Screen Board 29-31 Oct 2014**
  - **HR AC Milestone Board screens 1200s of all paygrades for milestone; no longer separate O6 board**
  - **First board: HR AC Milestone – conducted as usual**
  - **Second board: HR AC Command Board screens only those selected for milestone that have qualified for command**

# 2014 HR Command Qual Timeline

- **19 Feb – 16 Apr last HR Intermediate Course**
- **07 – 18 Apr last HR Advanced Course**
- **16-20 Jun last HR Introductory Course**
- **01 Jul PQS qualification sheets due to HRCOE**
- **21-25 Jul Oral boards**
- **30 Jul HRCOE sends qualification sheets to designated Flag officer**
- **06 Aug Flag officer signs qualification sheets**
- **15 Aug PERS-4421 enters AQDs & PRSN notes**
- **08 Sep Reserve Command Board (eligibles identified by FTS detailer)**
- **19 Sep PERS-4421 submits eligible list for HR Milestone and Command Boards**
- **24-28 Oct Recorders ensure only command-qualified personnel screened for command**
- **29-31 Oct HR AC Milestone and Command Screen boards**

# Command Qual

## Questions?